

# Montgomery County R-2 High School



**2016-2017**  
**Chromebook Policy Handbook**

## TABLE OF CONTENTS

Receiving Your Chromebook	3
Using Your Chromebook	4
Software on Chromebook	5
Taking Care of Your Chromebook	6
Protecting and Storing Your Chromebook	7
Personalizing Your Chromebook	7
Repairing or Replacing Your Chromebook	8
Incident Report	9
Student Contract	10
Equipment Checkout	11

## Receiving Your Chromebook:

Chromebooks will be distributed during student registration upon collection of yearly technology fee. ***Parents & students must sign and return the Chromebook Policy Sign-off and Student Contract document before the chromebook can be issued to their child.***

### Yearly Technology Fee:

Montgomery County School District requires that a chromebook technology fee be purchased prior to deployment of the chromebook to your child. The yearly fee will be \$20 per device and must be paid during student registration or the mandatory parent meetings. There will be a sliding scale for multiple children receiving chromebooks. If you are unable to pay the technology fee, your child will be allowed to check out a chromebook daily during the school day.

#### YEARLY TECHNOLOGY FEE SLIDING SCALE

1 Child Receiving Chromebook	2 Children Receiving Chromebook	3 Children Receiving Chromebook	4 or more Children receiving Chromebook
\$20	\$40	\$50	\$60

### Technology Included:

Dell Chromebook 11	Device Charger	SD Memory Card	Storage Bag
--------------------	----------------	----------------	-------------

### Training:

Students will be trained on how to use the chromebook by their teachers. Students are also encouraged to research and learn on their own.

### Return:

Any student who no longer attends the Montgomery County School District will be required to return their chromebook and all accessories.

Student chromebooks and accessories (charger, SD card, and carrying case) will be collected at the end of each school year for maintenance. Students will retain their original chromebook each year while enrolled in the Montgomery County School District.

If a chromebook and accessories are not returned, the parent/guardian will be held responsible for replacement in full. All school fines are required to be paid prior to graduation.

### Buy-back Eligibility:

Students must pay the technology fee for a total of 4 years to be eligible to purchase the device after graduation from the Montgomery County School District.

# Using Your Chromebook:

## **At School:**

The chromebook is intended for use at school each and every day. Students will be responsible for bringing their chromebook to all classes every day unless advised not to do so by their teacher.

## **At Home:**

Students will be allowed to take their chromebook home each night. *Chromebooks must be brought to school each day in a fully charged condition.* Students will need to charge their chromebooks each evening. If students leave their chromebook at home, they are responsible for checking out a loaner at the Library Help Desk before school begins or between classes. If students do not have their device charged on a regular basis or continue to leave their device at home, disciplinary action will be taken as stated in the student handbook.

## **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. While on school property, headphones/earbuds are not allowed unless directed by the teacher.

## **Printing:**

***At School:*** Printing functionality will be available on a limited basis in the school library based on subject to classroom requirements. Teachers will utilize digital copies in most instances.

***At Home:*** The chromebook will not support a physical printer connection. Users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## **Managing Your Files and Saving Your Work:**

Students should save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students will be held responsible to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

# Software on Chromebook:

## Originally Installed Software:

All chromebooks are supplied with the latest build of Google Chrome Operating Systems (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. The software originally installed on the chromebook must remain on the chromebook in usable condition and easily accessible at all times.

From time to time the school may add content for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

## Virus Protection:

Virus protection will not be necessary due to the unique nature of its design.

## Inspection:

Students may be selected at random to provide their chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

## Procedure for Restoring the Chrome OS:

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

# Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center. If a loaner device is needed one may be issued to the student until their Chromebook can be repaired or replaced.

## **General Precautions:**

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature before turning it on.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

## **Carrying Your Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the Montgomery County R-II School District-provided protective padded case.

## **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

# Protecting & Storing Your Chromebook:

## **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school.

*Under no circumstances are students to modify, remove, or destroy identification labels.*

## **Storing Your Chromebook:**

Chromebooks should be stored carefully and securely. Nothing should be placed on top of the Chromebook. Students that have paid their Technology Fee should take their Chromebook home with them every night. The Chromebook should not be stored at school outside of school hours. The Chromebook should be charged fully each night. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

## **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

## **Chromebooks Left in Unsupervised/Unsecured Areas:**

Under no circumstances should a Chromebook be stored in an unsupervised area.

Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

# Personalizing the Chromebook:

**Chromebooks and their protective sleeve/case must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of Montgomery County R-2 School District. Spot checks for compliance will be done by administration or Montgomery County R-2 Technicians at any time.**

School appropriate decorations may be attached to the protective sleeve/case. Items such as ribbons, key chains, charms, etc. may be added as long as they are tied or attached with a ring. Students will pay replacement costs for decorating their sleeve/case in an inappropriate manner. Students may add appropriate music, photos, and videos to their chromebook. Personalized are subject to inspection and must follow the Montgomery County R-2 School District acceptable use policy.

# Repairing or Replacing Your Chromebook:

## Chromebooks Undergoing Repair:

- Loaner chromebooks *may* be issued to students when they leave their chromebook for repair at the Library Student Help Desk.
- If repair is needed due to negligence or intentional damage, the school will not provide a loaner chromebook until full replacement cost has been received by the district.
- Repaired chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for chromebook damage that is a result of misuse or abusive handling.

## **Technology Costs:**

Dell Chromebook 11	Device Charger	SD Memory Card	Storage Bag
\$350	\$20	\$20	\$30

## **Accidental Damage or Loss Protection:**

As part of the 1:1 Initiative, the Montgomery County High School District is requiring the Yearly Technology Fee prior to the deployment of the chromebook to your child. The Yearly Technology Fee will cover accidental damage and loss due to theft to the chromebook device only. **Any loss of the charger, SD card, or storage bag is not protected by the Yearly Technology Fee.** Each device, charger, SD card, and storage bag are issued with a number. Students are accountable for turning in their assigned numbered device and accessories. Others will not be accepted. **All missing accessories will be fined, costs are shown in attached issued technology and costs chart.**

The Montgomery County School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This Yearly Technology Fee policy does not cover loss of the chromebook and/or its accessories, cosmetic damage, or damages caused by misuse or abuse. Montgomery County School District will assess the chromebook damage and repair or replace the device if the damage is determined to be within the protection guidelines. **Parents/students will be charged for full replacement cost of a device and/or accessories that have been damaged due to misuse, abuse, or loss.**

# INCIDENT REPORT:

Date of incident: \_\_\_\_\_ Class Period (if during school day):  
\_\_\_\_\_

Student description of the incident that caused the damage:

---

---

---

---

---

---

Eyewitnessed by:

---

Parent

Signature: \_\_\_\_\_

Description of Repair:

---

---

---

---

---

Repair Cost: \_\_\_\_\_

## **Montgomery County R- 2 School District Chromebook Student Contract**

**Important Liability Notice:** All equipment listed on this form is the property of the Montgomery County R-II School District. The student and parent/guardian (borrower) checking out this equipment assumes full responsibility for the financial cost of repair and/or replacement of the equipment listed below should it be damaged, lost, or stolen while in the borrower's possession. The replacement cost will be determined by the Technology Usage Fee guidelines and actual replacement cost.

- I will take good care of my chromebook and know that I will be issued the same device each year.
- I will know where my chromebook is at all times and never leave it unattended.
- I will never loan out my Chromebook to other individuals.
- I will charge my chromebook battery to full capacity each night and bring it to school daily.
- I will keep food and beverages away from device at all times.
- I will utilize the Student Help Desk for any and all device repairs.
- I will protect my chromebook by carrying it in a secure manner.
- I understand that the chromebook that I am issued is subject for inspection at any time without notice and remains the property of Montgomery County R-2 School District.
- I will not deface the inventory number on my chromebook, accessories, or bag.
- I will not place decorations (such as stickers, markers, etc.) on my Chromebook or accessories.
- I will file a police report in case of theft or vandalism.
- I agree to return the Chromebook and accessories in good working condition no later than the last day of school.
- I will be responsible for all damages or loss as a result of deliberate neglect or abuse and understand this may lead to further disciplinary action including complete cut-off from district technology use.

**I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.**

\_\_\_\_\_  
**Student Name (Please Print Neatly)**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Montgomery County R-2 School District Equipment Check-Out**

**Office Use Only:**

<b>Equipment Model &amp; Description</b>	<b>Inventory Number</b>
Chromebook	
Chromebook Charger	
SD Card	
Device Storage Bag	

Day User \_\_\_\_\_  
User \_\_\_\_\_

Take Home

Technology Fee Paid \_\_\_\_\_

Date \_\_\_\_\_

Checkout of this equipment was authorized by: \_\_\_\_\_

**Signature of Student**

Checkout of this equipment was authorized by: \_\_\_\_\_

**Authorized Staff Member**